

CITY OF HUNTINGTON BEACH

MEETING DATE: December 20, 2004

DEPARTMENT ID NUMBER: BD 2004-6

Council/Agency Meeting Held: December 20, 2004 Deferred/Continued to: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	_____ City Clerk's Signature
Council Meeting Date: December 20, 2004	Department ID Number: BD 2004-6

CITY OF HUNTINGTON BEACH REQUEST FOR ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL
SUBMITTED BY: PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR
PREPARED BY: ROSS CRANMER, DIRECTOR OF BUILDING & SAFETY
SUBJECT: APPROVE BUDGET APPROPRIATION REVISION TO BACKFILL KEY POSITIONS

2004 DEC - 7 A 10:32
HUNTINGTON BEACH, CA
CITY CLERK
CITY OF HUNTINGTON BEACH

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue:

Transmitted for City Council's consideration is a request to approve a budget appropriation revision from a capital project fund into the general fund.

Funding Source:

Transfer funding from the Citywide Permit System Project into the Department of Building & Safety temporary salaries and contract services operating accounts.

Recommended Action:

Motion to:

1. "Approve the transfer of \$60,000 from the Citywide Permit System Project contract services account (30156001.69365) into the Department of Building & Safety temporary salary account for \$20,000 (10055301.52000) and \$40,000 to contract services account (10055301.69365) to backfill key positions."

Alternative Action(s):

The City Council may make the following alternative motions:

BD2004-6 Budget Appropriation Revision

E-3
12/6/2004 8:31 AM

REQUEST FOR ACTION

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1. "Deny the appropriation revision for the transfer of funds from the Permit System to the General Fund."
2. "Continue the item and direct staff accordingly."

Analysis

The Citywide Permit System was approved by Council to automate and integrate all development processes throughout the city. An outside vendor completed the preliminary design. However, to implement Phase 1 of the System, key Department of Building & Safety personnel have continued to concentrate on testing and training. The combination of high construction activity and the permanent staff working on the project hampers the department's ability to meet our customer service goals and standards for counter and plan review services.

The approval of the fund transfer will allow the department to backfill counter services with a permit technician for six months and the review of additional construction plans by sending more projects to our outside consultant. The transfer of funding as identified will allow the department to meet our short-term needs and the established service levels while we complete the phase 1 of the permit system.

Staff recommends the City Council approve the transfer of funds from the Permit System to the Building and Safety Department to finance the backfill positions.

Environmental Status: N/A

Attachment(s):

City Clerk's Page Number	No.	Description
—		NONE

RCA Author: Cranmer

BD2004-6 Budget Appropriation Revision

12/6/2004 8:31 AM

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